

NIH ETHICS OFFICE

Specialist Assignments, Effective June 26, 2006

Primary IC Assignment	Secondary Assignment	Primary IC Assignment	Secondary Assignment
Diane Christensen (301-402-2044)		Linda Holmes (301-496-8178)	
FIC NIMH ORS Service Center (ORS, ORF, NIA, CIT, NIBIB, NCRR)	NHGRI NLM Special Reports Blanket WAGs	NINDS NIDCR NHLBI	Committee Management
Sandy Dunham (301-496-5170)		Lynn Pupkar (301-827-7745)	
NCI NICHD NIAAA NIEHS	Special Reports Blanket WAGs	NCCAM NIDDK NIDA NCMHD	NEAC Coordinator
Dwaine Grove (301-827-7554)		Marie Young (301-480-5120)	
NIGMS NINR NIAID	Awards	CC NEI CSR	NIAMS NIDCD Committee Management
Anne Frost (301-827-7553)		Jo Duggan (301-435-7728) (part time)	
OD Ethics Coordinator (handles all issues for entire OD)		OD backup; special projects	

For each IC assigned, the Ethics Specialist will:

1. Notify IC Senior employees of required actions and/or submissions required, e.g., financial disclosure reports, annual reports, or renewals. Collect and process the forms.
2. Review all forms, actions, and other incoming documents for Senior employees and Deputy Ethics Counselors* (DEC).
*Financial disclosure reports for DEC's are requested by OGC Ethics Division and completed reports are returned to OGC. NEO reviews all other actions and forms for DEC's.
3. Serve as the primary contact for the assigned ICs for procedural and policy questions, foreign entity determinations, and assistance with other ethics issues as needed.
4. Review IC submissions for NEAC to resolve any issues before submission to the NEO NEAC Coordinator.
5. Work with the ICs to keep the list of NIH Senior employees ("Top 5") updated.
6. Work with the ICs to maintain accuracy of filer designations for Senior employees (278 vs. 450) in EMIS.